



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
National Policy

**ORDER**  
**8000.38G**

Effective Date:  
04/02/2007

**SUBJ:** Aviation Safety Inspector Credentials Program

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**1. Purpose of This Order.** This Order provides guidance and agency policy and criteria for issuance, use, and control of Federal Aviation Administration (FAA) Form 110A, Aviation Safety Inspector's (ASI) Credentials and numbered badge. It also discusses certain restrictions on the use of FAA Form 8430-13, Request for Access to Aircraft.

**2. Audience.** This order applies to FAA ASI's. Airlines and the Transportation Security Administration will find this information of interest.

**3. Where You Can Find This Order.** Inspectors can find this order in the Flight Standards Information Management System (FSIMS) application at [www.fsims.avr.faa.gov](http://www.fsims.avr.faa.gov). We have also located this order at [www.faa.gov/library/manuals/examiners\\_inspectors/](http://www.faa.gov/library/manuals/examiners_inspectors/).

**4. Cancellation.** This revision cancels Order 8000.38F, Aviation Safety Inspector Credential Program, dated May 14, 2003.

**5. Explanation of Changes.** We have revised this order to:

**a.** Provide initial and continuing qualification criteria for ASI retention of the Aviation Safety Inspector's Credentials.

**b.** Describe additional security features added to the FAA Form 110A.

**c.** Incorporate information on the use of inspector credentials to access secure areas of U.S. airports.

**6. Definitions.**

**a. FAA Form 110A.** FAA Form 110A is the credential issued to qualified ASIs by the FAA for use in performance of official duties and presented when credentialed identification is requested.

**b. Credentials.** Credentials are the FAA Form 110A, Aviation Safety Inspector's Credentials as issued in paragraph 8 of this Order. Credentials may also include a numbered badge for Aviation Safety Inspectors assigned to the Flight Standards Service.

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Distribution: A-W(VR)-1; A-W(SI)-2; A-W(FS/IR/VN)-3;  
A-X(FS/SI/CD)-3; A-FFS/FIA/FAC-0(LTD);  
AMA-200 (12 cys)

Initiated By: AFS-200

**c. FAA Form 8430-13.** FAA Form 8430-13 is issued by ASIs to all Title 14 of the Code of Federal Regulations (14 CFR) part 121 and 135 air carriers and 14 CFR part 125 operators when required by job functions.

**d. Specialty/Title.** Specific ASI assignment based on aviation experience (e.g., Air Carrier Operations, General Aviation Operations, Air Carrier Airworthiness, General Aviation Airworthiness, Cabin Safety, and Aircraft dispatch).

**7. Display and Use of Numbered Badge.** ASIs may display and use the numbered badge if they decide it is necessary in the official performance of duties as defined by this order.

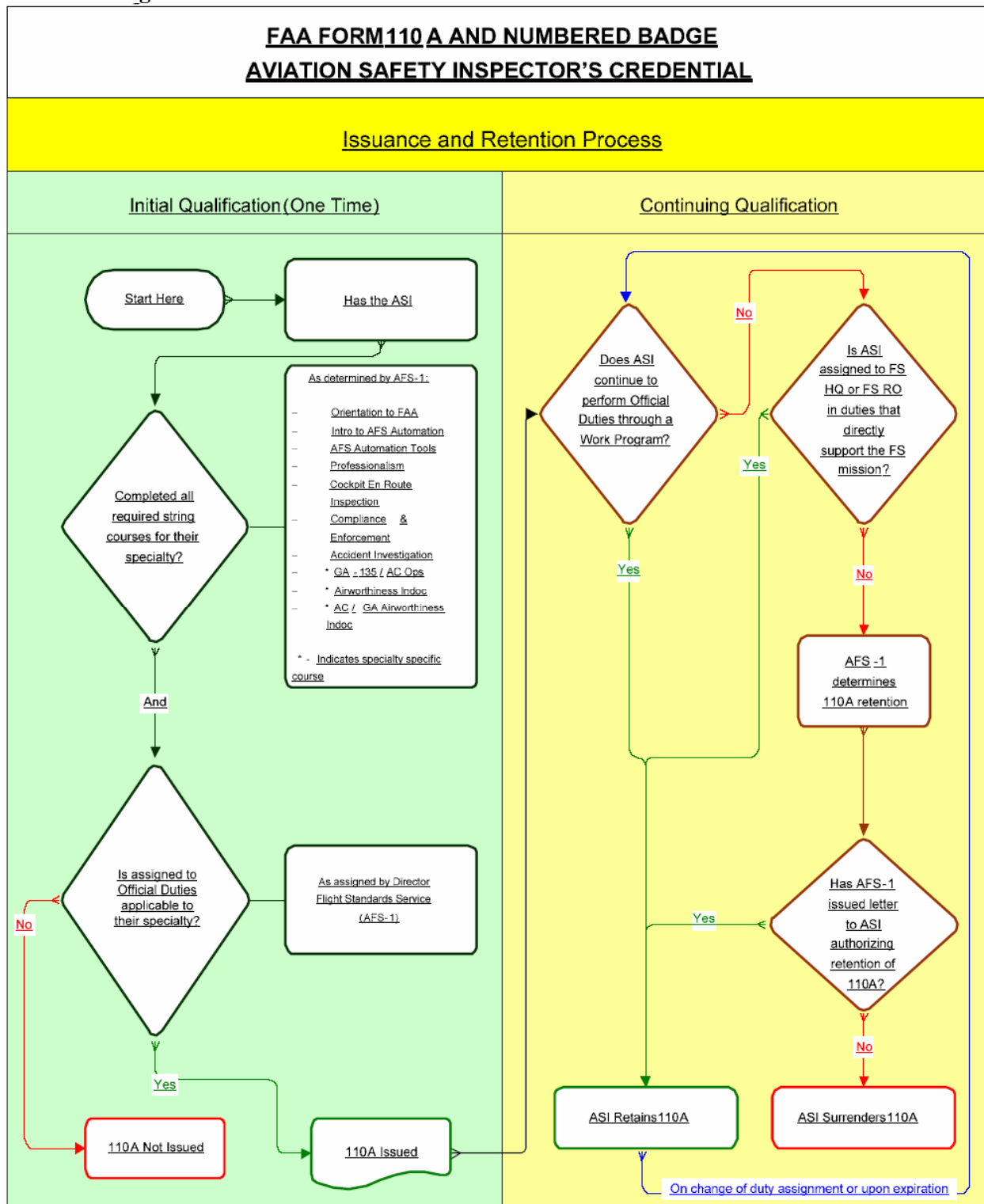
**8. FAA Aviation Safety Inspector's Credentials Issuance and Retention Process.** The inspector's immediate supervisor or manager must approve all requests for the credentials. As part of the process, the ASI must meet all training requirements (see subparagraphs a(1) and (2)) before requesting the issuance of the FAA Form 110A credentials. The process chart on the next page illustrates ASI Credentials issuance and retention procedures, followed by explanatory text:

**a. Initial Qualification.** Office, region, and headquarters level management evaluates initial qualification requirements upon application for ASI credentials for newly hired and reinstated ASIs. See paragraph 9 for application procedures. FAA managers must fully account for all requirements before issuance of the credentials.

**(1) Training Requirements.** Subject to the determination of the Director, Flight Standards Service, Aviation Safety Inspectors must complete required string training as applicable to their specialty. Course titles refer to string courses. AFS-500 may revise courses and/or course titles as needed:

- Orientation to FAA
- Introduction to AFS Automation
- AFS Automation Tools
- Professionalism
- Cockpit En Route Inspection
- Compliance and Enforcement
- Accident Investigation
- GA-135/AC Operations
- Airworthiness Indoctrination
- AC/GA Airworthiness Indoctrination
- On the job training (OJT) requirements pertinent to the ASI's duty assignment as determined by the ASI's manager or immediate supervisor

**(2) Assignment to Official Duties.** FAA management assigns the Aviation Safety to official duties applicable to his or her specialty, as determined by the Director, Flight Standards Service (AFS-1).

**Figure 1. ASI Credentials Issuance and Retention Procedures Process Chart**

**b. Continuing Qualification.** Upon an ASI's change of duty assignment, the ASI's acquiring supervisor evaluates continuing qualification requirements, or the ASI's immediate supervisor evaluates qualification requirements every 5 years, whichever occurs first. We have listed continuing qualification requirements below:

(1) Work Program. If the ASI performs duties or supervises ASIs who perform duties through a Flight Standards work program, the ASI will continue to retain the credentials, subject to renewal every 5 years, or

(2) Assignment to Flight Standards headquarters or regional office in direct support of the Flight Standards mission, subject to renewal every 5 years, or

(3) Determination by the Director, Flight Standards Service (AFS-1), subject to renewal every 5 years.

(a) When an individual ASI is no longer assigned to a position described in subparagraphs (1) or (2) above, AFS-1 will make a determination whether the ASI will retain his or her credentials. In making this determination, the ASI's manager or immediate supervisor may submit a written justification to AFS-1 requesting the retention of the credentials. The justification should include the following items:

- Role of the assignment, position, and duration of the assignment
- Ongoing ASI participation in workgroups directly related to the Flight Standards mission
- Manager, Air Transportation Division (AFS-200) recommendation.

(b) If AFS-1 determines it is appropriate for the ASI to retain his or her credentials, AFS-1 will issue a letter to the ASI authorizing that person to retain the credentials.

(c) If AFS-1 determines it is not appropriate for the ASI to retain the credentials, the ASI will surrender the credentials to his or her immediate supervisor, who will return them to the regional office. The regional office will then return the credentials to AFS-110 via the FAA's contract shipper using an accountable, traceable shipment or by U.S. Postal Registered Mail.

**9. Application Procedures.** The Organizational Resources and Program Management Division, Administrative Resources Branch, AFS-110, issues credentials.

**a.** Use the following application process to request a 110A credential.

(1) Complete the 110A application containing the requested information. To access the application, contact your supervisor.

(2) The applicant's manager/supervisor must verify that the applicant has completed the applicable training requirements, and

(3) Provide the digital image files (i.e., applicant's photograph, applicant's and manager's signatures).

(4) The field offices will electronically transmit the encrypted and password protected application to AFS-110 through the appropriate regional Flight Standards Division.

(5) Managers of ASIs assigned to headquarters will contact AFS-110 to complete the application and submit the required digital images.

b. The following is the approval process:

(1) **Flight Standards Service.** The applicant's immediate supervisor or manager must approve all requests for issuance of a new or replacement 110A credential.

(2) **Other AVS organizations.** The applicant's immediate supervisor or manager must approve all initial requests for issuance of a new or replacement 110A credential. The applicant's directorate and/or division manager will submit a memorandum to the respective service director justifying the need for and requesting approval of a new or replacement credential. Upon approval by the service director, the office/organization designee will forward the memorandum to AFS-110. AFS-110 will then coordinate with AFS-200 to verify the applicant's qualifications. AFS-110 will contact the office/organization to complete the application and the required digital image files.

#### **10. Responsibilities: Issuance, Reissuance, Cancellation, And Security Measures.**

a. **Identification of Inspector Function.** AFS-110 will enter "Aviation Safety Inspector" on the Form 110A.

b. **Issuance and Control.**

(1) AFS-110 is responsible for the overall management and control of the Aviation Safety Inspector Credentials Program.

(2) As AFS-110 receives applications, AFS-110 will review each electronic application based upon the policy contained in this Order.

(3) Following a successful review, AFS-110 will process the application and send the credential via the FAA's contract shipper to the inspector's requesting office.

(4) The supervisor or designee of the requesting office will present the inspector with their credentials.

(5) The inspector will then read and sign the acknowledgement letter "Responsibilities and Procedures for Receipt of Aviation Safety Inspector Credentials," located in Appendix A and the "Acknowledgement Letter for Possession of FAA ASI Credentials, Badges, or Job-Specific Credentials," located in Appendix B. A signature indicates the ASI understands the responsibilities associated with possessing the credentials. Return the signed copies to AFS-110 within 5 days.

(6) AFS-110 will maintain electronic copies of inspector applications, photographs, and signatures in the IVIS database.

(7) AFS-110 will also maintain a database log identifying all credentials issued by number, employee's name, social security number, date of birth, title, expiration date, region, district office, location, specialty, and status of credentials.

(8) All equipment supplied to each office must be secured in a locked container with access provided only to authorized personnel.

**c. Loss or Theft.**

(1) It is the responsibility of the inspector to safeguard and protect the credentials, (both FAA Form 110A and numbered badge) to prevent physical loss, theft or damage. Inspectors must use care to protect the integrity of all credentials to prevent physical loss and damage. If an inspector loses the credential and/or badge or if someone steals them, the inspector must report the loss or theft within 48 hours.

(a) The inspector should make the initial report by telephone to either the inspector's immediate supervisor or manager and then to the Administrative Resources Branch, AFS-110, at (202) 493-4039.

(b) The inspector must follow-up the report with an incident report, "Federal Aviation Administration Detailed Incident Report," which is located in the latest edition of FAA Order 1600.69, FAA Facility Security Management Program. Send the incident report via e-mail or fax within 48 hours to the regional/center servicing security element (e.g., AGL-700, ANE-700, etc.) and to the Administrative Resources Branch, AFS-110. The report should address the type of incident (i.e., loss, missing, stolen, or presumed stolen credentials) and include a detailed explanation of the circumstances, physical evidence, any police reports, and any other pertinent information surrounding the missing credentials.

(2) In accordance with the latest edition of Order 1600.25, FAA Identification Media, Official Credentials, Passport, and Vehicle Identification Media, the security element manager shall issue a security bulletin reporting the loss or theft of the credentials to appropriate law enforcement, government, airport, and air carrier authorities with an information copy to the Office of Security and Hazardous Materials, Internal Security Division, AIN-100, 800 Independence Avenue, SW, Washington, DC 20591.

(3) If the FAA suspects the inspector of negligence or misconduct in the loss, theft, or destruction of the inspector credentials, the manager or supervisor will take appropriate administrative or disciplinary action in accordance with FAA Human Resources Policy Manual, Standards of Conduct (ER-4.1), FAA Order 3750.7, Ethical Conduct and Financial Disclosure, and FAA Order 1600.25, FAA Identification Media, Official Credentials, Passport, and Vehicle Identification Media.

(4) If AFS-110 notices a loss of more than 5 percent of credentials/numbered badges, or if an audit AFS-110 cannot account for more than 5 percent, AFS will reissue all 110A credentials.

**d. Reissuance of Credentials.**

(1) The issuance of replacement credentials requires the same application process required for an original issuance. AFS-110 will issue replacement credentials once AFS-110 receives the incident report describing the loss or theft. Replacement of lost or stolen credentials requires issuance of a new credential number.

(2) Credentials will be reissued when any of the following circumstances exist:

(a) Name change of the holder (Standard Form-52, Notification of Personnel Action);

(b) Mutilation or excessive wear of the credentials;

(c) Change in holder's personal appearance;

(d) Lost or stolen credentials; or (See paragraph 10(c)(1) on how to report lost or stolen credentials.)

(e) Expiration.

(3) If AFS-110 reissues the credentials for subparagraphs (a), (b), (c) and/or (e) above, the supervisor should present the new credentials and obtain the inspector's old credentials for return overnight via the FAA's contract shipper to AFS-110, 800 Independence Avenue SW, Room 812A, Washington, D. C. 20591. This should include a note explaining the reason for the return of the credentials.

**e. Surrender of Credentials (When Applicable).**

(1) Holders of Aviation Safety Inspector Credentials shall surrender their credentials for return to their immediate supervisor under any of the following conditions:

(a) Upon termination of employment, including resignation, retirement, expiration of appointment, etc.;

(b) Upon expiration of the credential;

(c) Upon reassignment to a position which does not meet the eligibility requirements contained in paragraph 8; or

(d) Upon the request of FAA management.

(2) In the case of a deceased ASI, the ASI's manager will make a reasonable effort to recover the credentials for return to AFS-110 for cancellation. AFS-110 will cancel the credentials and, upon request, return them to the spouse or surviving family member.

**f. Retention of Credentials by Retired Employees.**

(1) Upon retirement, all holders of Aviation Safety Inspector's Credentials shall return those credentials to their immediate supervisor or manager. The supervisor or manager will then forward the credentials to AFS-110 via the FAA's contract shipper.

(2) A retired ASI may request AFS to return the invalidated credentials to him or her as a memento by submitting an accompanying request with a specified forwarding address and telephone number at the time the inspector surrenders the credentials. It is important that the request for retention accompany the credentials; otherwise, AFS-110 will destroy the credentials upon receipt. Unless AFS-110 invalidates the credentials, retention of FAA credentials by retired employees is not authorized.

**11. Annual Report Requirements and Responsibilities.**

a. Each headquarters and regional office division manager is responsible for maintaining current records on all credential holders within their office/region. To comply with the annual report requirements, each office must review the current records in the "Aviation Safety Inspector Credential Program Web Site." Division managers should submit any changes or corrections to AFS-110 via e-mail or fax them to AFS-110 at (202) 267-8677. Field offices should send in their corrections to the regional office to consolidate.

b. Upon written notification by the office, AFS-110 will update the 110A database to reflect changes to the inspector's profile. For the purpose of this update, inspectors shall present their credentials to their immediate supervisor to verify possession. This requirement will aid program accountability and compliance with FAA Order 1600.25.

**12. FAA Form 8430-13, Request for Access to Aircraft.**

a. ASIs fill out and use FAA Form 8430-13 when accessing aircraft operated by part 121 and 135 air carriers and part 125 operators. An ASI uses Form 8430-13 when requesting access to the flight deck or cabin for official duties (e.g., en route inspections). Only ASIs who have FAA-issued credentials in their possession and while performing official duties requiring the use of their credentials may issue Form 8430-13.

b. FAA Order 8000.75 contains specific guidance regarding Form 8430-13. The ASI's manager will establish necessary procedures:

- to ensure that only those inspectors authorized to use Form 8430-13 issue them,
- to periodically audit their use, and
- to provide for the physical protection of those Forms 8430-13 not yet issued.

c. ASIs must not, under any circumstances, issue Form 8430-13 for personal transportation.

**13. Use of FAA Aviation Safety Inspector Credentials to Access Secure Areas of U.S. Airports.** As aviation security measures continue to evolve, the FAA and the Transportation Security Administration (TSA) must continually clarify ASI functions and related security



personnel functions. Proper use of identification credentials, checkpoint procedures, and resolution of misunderstandings with airlines and other government agencies are crucial for the creation of an environment where ASIs can carry out effective inspections and surveillance. Both the FAA Flight Standards Service and TSA have reaffirmed the necessity of ASI access to Security Identification Display Areas (SIDA) and Airport Operations Areas (AOA).

**a. Official Duty.** ASIs can only use their credentials for official duties. An inspector's manager or supervisor authorizes these duties. ASIs shall use their FAA credentials in accordance with the requirements of this order, their respective inspector guidance, and within the authorization of the respective manager or supervisor.

**b. Credential Use in SIDs.** Form 110A has universal recognition as an ASI's authority for unescorted movement in SIDs to perform official duties (ACO-1 letter, May 1, 2000). An ASI must prominently display the FAA Form 110A on his or her outermost garment. The accompanying badge, in and of itself, does not constitute the authority and privileges of Form 110A and may or may not accompany the FAA Form 110A.

**c. ASI Interaction with Security Personnel.** The possibility for interaction between an ASI, airline, and security personnel and the presentation of an ASI's credentials exist in at least the following areas:

**(1) Air Carrier Ticket Counter.** When checking a bag at the ticket counter, an ASI's checked baggage is subject to the same security controls applied to all passengers' checked baggage (AFS-1 letter, March 15, 2002).

**(2) Passenger Screening Checkpoint.** When entering the sterile area through a passenger screening checkpoint, an ASI must submit to the screening process. Inspectors must clear their carry-on baggage in accordance with local security procedures (AFS-1 letter dated March 15, 2002). TSA will advise its personnel that the FAA credentials authorize an ASI unescorted access to sterile areas as necessary to perform official duties (Office of Civil Aviation Security Operations, ACO-1, letter dated May 1, 2000). An inspector approaching a passenger screening point may not bypass screening. (Refer to FAA Order 8400.10, volume 9, chapter 1, paragraph 49B(2).) An ASI may not bypass the screening process using lanes designated for Law Enforcement Officers (LEOs).

**(3) Air Carrier Operations and Airport Areas.** ASIs may access aircraft or the AOA through air carrier operations and airport areas. In such cases, the ASI is not subject to random screening at the aircraft boarding gate and should be permitted to board the aircraft at any time (AFS-1 letter dated March 15, 2002).

**NOTE: FAA Form 110A allows for free and uninterrupted access to restricted areas at airports.**

**d. Access to Secure Areas without Passing Through Security Screening.** ASIs must adhere to the applicable paragraph below when gaining access to a secure area without passing through security screening.

(1) ASIs should continue to obtain and wear a specific airport's identification badge at airports where the ASI is normally assigned.

(2) At airports where ASIs are not normally assigned, Form 110A authorizes them to be in secured areas; however, access through physical barriers may, on occasion, require an ASI to seek local assistance for entry through locked doors and gates. The ASI should cooperate with the process in place to gain access. If the process appears unduly restrictive or burdensome, the ASI should inform FAA management so the FAA can take steps to address the issues.

**e. Encountering Security Personnel.** Use of the following procedures will assist an ASI in resolving issues, which might otherwise prohibit or delay performing official duties. These procedures will also help depersonalize the dialogue between the ASI and the airline or the ASI and security personnel. By following this guidance, an ASI will demonstrate adherence to established procedures and will avoid having to interact with the airline and security personnel on a subjective and sometimes adversarial level.

(1) When entering a SIDA, an ASI must adhere to the following general procedures:

- An ASI should properly identify themselves to the questioning airline or security person by presenting the Aviation Safety Inspector's Credentials.
- If further resolution is necessary, an ASI should request that the airline or security person contact his or her supervisor. Once the supervisor arrives, the ASI should present the Aviation Safety Inspector's Credentials.
- If the issue is with the TSA and the supervisor does not resolve the issue, request the TSA Assistant Federal Security Director (AFSD). If the issue is with the Air Carrier and the supervisor does not resolve the issue, request the Air Carrier's Ground Security Coordinator (GSC). They should be familiar with TSA orders and regulations, which describe the authority of the FAA Aviation Safety Inspector, signified by the Aviation Safety Inspector's Credentials.
- If the GSC/AFSD does not resolve the issue, the ASI should contact the TSA Federal Security Director (FSD) assigned to that airport. Explain the situation to the FSD and ask for assistance in gaining access to the sterile/secure area. When able, ASIs should contact their management to inform them of the situation.
- If the FSD cannot resolve the issue, the ASI should withdraw from the situation and seek assistance from FAA management. If unable to disengage from the situation and unable to reach FAA management, the ASI should call the FAA Regional Operations Center (Table 1) for the region of their assigned office and ask for specific guidance.
- Document the facts involving the incident in as much detail as possible, and include that information in a Program Tracking and Reporting Subsystem (PTRS) entry in accordance with paragraph 13e(3) below.

**Table 1. FAA Regional Operations Centers**

<b>Region</b>	<b>Telephone Number</b>
HQ	202-267-3333
AAL	907-271-5936
ACE	816-329-3000
AEA	718-553-3100
AGL	847-294-8400
ANE	781-238-7011
ANM	425-227-2000
ASO	404-305-5180
ASW	817-222-5006
AWP	310-725-3300

**NOTE: If an ASI cannot follow the procedures above, the ASI should follow the requests of screening personnel. However, the inspector should collect sufficient information to reconstruct events for reporting and future resolution.**

(2) While working within a SIDA, an ASI should be aware of the following:

- An ASI is not subject to random screening at the gate and airline personnel should permit the ASI to board the aircraft at any time, even if general passenger boarding has not commenced.
- An ASI must undergo passenger screening when accessing a sterile area via the passenger security-screening checkpoint.

(3) Any incidents or problems interacting with TSA or security personnel should be documented in PTRS for each security issue.

(a) Use the Surveillance/Miscellaneous codes to record these problems:

- Operations: 1891
- Airworthiness: 3891
- Avionics: 5891

(b) Enter TSAFS in the National Use field (no space, no punctuation).

(4) The Flight Standards Air Carrier Operations Branch, AFS-220, will coordinate resolution of specific security issues with TSA using the information contained in the PTRS documents.

**14. Personal Conduct.** In the conduct of their assigned duties, inspectors will have frequent contact with operators, operator personnel, and the general public. Each inspector must continually bear in mind that in all contacts he or she officially represents the Administrator.

Accordingly, inspectors must use good judgement while maintaining a professional demeanor, reflect FAA policies and practices, and refrain from any action that could give the appearance of embarrassing the FAA. In this regard, inspectors should be familiar with, and at all times be guided in their performance by, the applicable conduct and discipline policy guidelines and procedures. Inspectors should dress in appropriate business attire when conducting official business. Air carriers often prescribe minimum dress standards for persons occupying a flight deck jumpseat during operation. Inspector attire should meet or exceed the air carrier's standard when on the flight deck.

**15. Information Currency.** Forward any deficiencies found, clarifications needed, or improvements regarding the content of this order to the Air Transportation Division, AFS-200, for consideration. We welcome your assistance. We have attached FAA Form 1320-19, Directives Feedback Information, to this order for your convenience. If you urgently need an interpretation, you may contact AFS-200 at (202) 267-8166 for technical guidance. However, you should also use FAA Form 1320-19 as a follow-up to the conversation.

**16. Distribution.** We will distribute this order to the Associate Administrator for Aviation Safety; to the division level in the Associate Administrator for Security and Hazardous Materials; to branch level in the Flight Standards Service (AFS), Aircraft Certification Service, and the Office of Aviation System Standards; to branch/staff level in the regional Flight Standards, Security and Hazardous Materials divisions, and the Aircraft Certification Directorates; to the Regulatory Standards and Compliance Division of the FAA Academy; to all Flight Standards, Flight Inspection, and International Aviation field offices; and to all Aircraft Certification Offices.

Original Signed by  
Roger C. Forshee, Jr. for

James J. Ballough  
Director, Flight Standards Service

**Appendix A. Responsibilities And Procedures For Receipt Of Aviation Safety Inspector Credentials****Subject:** Responsibilities and procedures for receipt of Aviation Safety Inspector Credentials

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Employee name	Routing Symbol	Credential No.
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**(Please include name, routing symbol and credential number)**

I hereby acknowledge receipt of the Aviation Safety Inspector credentials (both FAA Form 110A and numbered badge) and agree to comply with the procedures specified below:

- I assume responsibility for safeguarding the issued credentials that is considered accountable Government property. When not in use it will be protected, to the best of my ability, against loss or theft. Because credentials are to be used as official identification and for official purposes only, I will not loan, give, or otherwise allow any other person to use it for any purpose.
- If lost or stolen, I will notify the FAA Regional Security Office and the Administrative Resources Branch, AFS-110, within 48 hours. New credentials will be reissued in accordance with the applicable provisions noted in FAA Order 8000.38G.
- If I am negligent in meeting the prescribed security requirements, I understand that I will be held accountable and subject to administrative or disciplinary action.

Surrender of FAA Aviation Safety Inspector credentials:

- I understand that I am responsible for turning in my credentials to my immediate supervisor or manager upon expiration, or if I retire or terminate employment with FAA, or if I am reassigned to a position that does not meet the eligibility requirements.
- I understand that FAA management may request my credentials if an administrative inquiry indicates that its loss or theft was due, in part or in full, to my negligence or misconduct. I understand that I could face disciplinary action in accordance with the FAA's Human Resources Policy Manual, Standards of Conduct (ER-4.1) and FAA Order 3750.7, Ethical Conduct and Financial Disclosure.
- I understand that if I surrender my credentials, they must be returned to my manager or immediate supervisor. The office manager or designee will then notify the Administrative Resources Branch, AFS-110 on the inspector status. Deviating from either prescribed method could result in disciplinary action.

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Credentials Recipient Signature

Date Signed

***Please fax this form to: Administrative Resources Branch, 110A Office, 202-267-8677, within 5 days of receipt of credentials.***

**Appendix B. Acknowledgement Letter For Possession Of FAA 110A Credentials****(Please complete)**

Name	Credential No.	Badge No.

**Possession of FAA 110A Credentials**

- I understand that the issued 110A credentials are used only to conduct official business in support of the FAA mission.

**Penalties for Misuse of FAA 110A Credentials**

- Penalties for Misuse of Credentials or Badges. FAA management may request the 110A credentials, if an administrative inquiry indicates improper use, abuse, intentional misrepresentation or misconduct of official credentials. Failure to fully comply with the provisions of this order or related laws and regulations may result in corrective action, including temporary suspension, reassignment, or employee's removal, in accordance with the FAA's Human Resources Policy Manual, Standards of Conduct (ER-4.1) and FAA Order 3750.7, Ethical Conduct and Financial Disclosure.
- Reporting Misuses. Report any actual or alleged misuse of FAA 110A credentials to the immediate supervisor, and then to AFS-1 within 24 hours from receipt of the information.
- Employees are responsible for seeking advice and guidance through their supervisory chain of command concerning their responsibilities under this and other policies governing employee conducts.
- Penalties may be imposed pursuant to law for the improper use of official identification, including:
  - (1) 18 United States Code (U.S.C.) 499 which states that "Whoever falsely makes, forges, counterfeits, alters or tampers with any official pass or permit, used by or under the authority of the United States, or with the intent to defraud uses or possesses any such pass or permit, or personates or falsely represents himself to be or not to be a person to whom such pass or permit has been duly issued or willfully allows any other person to have or use any such pass or permit, issued for his use alone, shall be fined not more than \$2,000 or imprisoned not more than five years, or both."
  - (2) 18 U.S.C. 1028, which establishes penalties for fraud and related activity in connection with identification documents.

**Surrender of Credentials**

- Upon request, FAA 110A credentials must be returned to the immediate supervisor for return to the Administrative Resources Branch, AFS-110.

By signing this letter, I hereby acknowledge that I have read the information and agree to comply with applicable Orders, laws, and regulations:

\_\_\_\_\_  
Recipient Signature\_\_\_\_\_  
Date Signed

***Please fax this form to: Administrative Resources Branch, 110A Office, 202-267-8677, within 5 days of receipt of credentials.***



U.S. Department of  
Transportation  
**Federal Aviation  
Administration**

### Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it,

Subject: Order \_\_\_\_\_

To: Directive Management Officer, \_\_\_\_\_

*(Please check all appropriate line items)*

☐ An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_.

☐ Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows: *(attach separate sheet if necessary)*

☐ In a future change to this directive, please include coverage on the following subject  
*(briefly describe what you want added):*

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

FTS Telephone Number: \_\_\_\_\_

Routing Symbol: \_\_\_\_\_